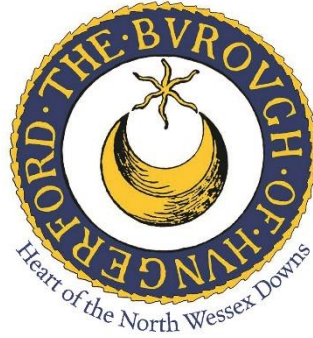


# HUNGERFORD TOWN COUNCIL

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**DRAFT MINUTES** of the **Highways and Transport Committee** meeting held on Monday 29<sup>th</sup> September 2025 at 7.00pm, in the Library, Hungerford

**Present:** Cllrs, Keates, Hudson, Reeves, Fyfe, Simpson, Cole, Alford, Carlson, Mulholland and Day. Also in attendance: Wendy Crookall (Deputy Town Clerk).

Agenda items listed in order of discussion at Council meeting.

**HT20250058. Apologies for absence** – Cllrs Winsor, Armstrong & Hall

**HT20250059. Propose co-opt Cllr Chris Hall to H&T Committee.**

**Proposed:** Cllr Simpson  
**Seconded:** Cllr Cole  
**Resolution:** Agree co-option of Cllr C Hall to H&T committee

**HT20250060. Declarations of interest** - none

**HT20250061. Agreement of minutes of meeting held on Monday 28<sup>th</sup> July 2025**

**Proposed:** Cllr Keates  
**Seconded:** Cllr Simpson  
**Resolution:** Minutes agreed as a true representation of the meeting held on 28<sup>th</sup> July 2025.

**HT20250062. Update on actions from previous meetings, not on this agenda**

**Britain in Bloom Ceremony** – attended by Cllr Keates and Day. Despite reassurance from organiser, it was not the correct ceremony. Finalist has been announced and we await confirmation of results.

**Yellow lines at The Croft** – This has been escalated by the Town Clerk (TC) to WBC and a decision is pending. Cllrs would like to see the path extended from the rail bridge to the GP Surgery and improvements made to the pavement which is in poor state of repair.

**Clearance of escape areas along A338 for pedestrians** – Cllrs noted that WBC has confirmed there is no current budget for work to be carried out. The Care Home have been supportive of staff and operate a duty of care having sent a letter to staff advising them of the dangers of the road and of alternative routes (both road and footpath)

**ACTION:** HTC to write a letter to the Care Home and WBC confirming that WBC are currently unable to fund any maintenance and reference the alternative routes given poor line of sight and safety concerns.

**ACTION:** HTC to explore with Wiltshire Connect Bus to see if they support the route to the Care Home.

**ACTION:** Cllr Keates to take photos of the gulleys and forward to TC.

**HT20250063. Receive any reports from Speed Indicator Devices (SIDs) – Cllr Hudson**

Cllr Hudson confirmed that 2 speed cameras have been removed for maintenance, one on the Common (Town & Manor) and one at Charnham Street. WBC street lighting has rejected our request for the use of an adaptor on lampposts to trickle charge the SIDS. Cllrs to explore other options such as extending the use for Christmas lighting which is permitted. Cllrs agreed that Town & Manor camera should be permanently kept on and noted that Church Street was still an issue with speeding vehicles and noted that a 'roving camera' would be useful. Cllr Keates asked if any help was required to change batteries or collecting data. No support needed to change batteries but Cllr Hudson welcomed the offer from Cllr Carlson to support collecting and analysis of the data.

**ACTION:** HTC to request District Cllr Gaines liaises with WBC regarding permission to use adaptors on lampposts.

**Proposed:** Cllr Keates

**Seconded:** Cllr Hudson

**Resolution:** Cllrs agreed to delegate to Chair & Clerk to purchase a street light connector if under £200.

**HT20250064. Outcome of BT phone box consultation – A decision was made by BT to remove the telephony and lock the kiosk. To date we have not received any complaints from the public.**

Cllr Keates confirmed that the phone box is a listed item and remains so until moved. Cllrs consider the phone box should be moved (due process would need to be followed) due to public safety and suggested outside the Library would be an ideal location. Cllrs confirmed that planning permission would be required and the Council would have to pay for it to be moved.

**ACTION:** Review again next year and agree whether it should be moved and agree budget.

**HT20250065. Update on placement of container(s) on Triangle Field, for Christmas trees and storage – Clerk is submitting a full planning application for up to 2 containers.**

Cllrs Simpson, Fyfe & Keates met with a representative from the Rugby Club to review a suitable location for the 2 new 20ft containers. TC is applying for full planning permission. Possible sites were discussed to potentially allow for more parking on match days. The plan is to allow a gap between the containers. The Rugby Club have expressed interest in having a container and it could be that HTC decides to increase the number of containers purchased and rent one to them. An Arboriculturist is doing a survey of the trees so it will be clear where would be suitable position for them.

**ACTION:** HTC to discuss with the Ashe tree with the Arboriculturist and obtain an update on the survey of the trees around the perimeter of The Triangle Field.

**HT20250066. Church St Car Park – Approve design of proposed bicycle shelter as provided by WBC.**

Cllr Keates explored a 'clam style' bike shelter however, it was agreed that Broxap bicycle shelter, as proposed by WBC, is a more secure option. All agreed that the proposed covered cycle shelter would be a very welcome addition to cycle parking in the town.

**Proposed:** Cllr Keates

**Seconded:** Cllr Simpson

**Resolution:** Cllrs approved the design of proposed bicycle shelter as provided by WBC.

**HT20250067. Moving of Great West Way sign – Agree location plan from WBC**

Cllrs agreed the sign should be moved as per the map provided by WBC. Cllrs agreed the sign could be used for Britain in Bloom participation and further agreed that the 'welcome to Hungerford' sign should also be moved to the same position.

**Proposed:** Cllr Keates

**Seconded:** Cllr Fyfe

**Resolution:** Cllrs agreed the Great West Way and the Hungerford signs should be moved to the location agreed by WBC.

**HT20250068. Station Car Park – Update on work done and consider plans for further maintenance**

Cllr Keates confirmed the good work carried out by local volunteers including St Lawrence's Church with Smarten Up Hungerford (SUH) carrying out additional weeding on the pathway on 30<sup>th</sup> September 2025. National Rail (NR) are trying to secure additional funding for further work to be carried out to enable access to the North of the Platform/London bound for community litter pickers as well as another date, as the original day was cut short due to heat/intensity of the sun.

**ACTION:** HTC to write to NR and thank them for their support and invite them to an on-site meeting at the end of October to scope the area and clearly identify what areas the community volunteers can safely have access to, what other work needs to be carried out and what the timescales are. They will also ask NR to confirm if they will be supervising the work being carried out by volunteers and whether NR will be indemnifying the volunteers or will they delegate that to HTC.

**ACTION:** Cllr Fyfe proposed a date in January for another working party. HTC to write to the church and schedule a date.

**Proposed:** Cllr Fyfe  
**Seconded:** Cllr Keates  
**Resolution:** HTC to secure a second date for a working party and advertise within the community and church.

**HT20250069. CCTV – Consider options for battery cameras at the play parks**

Cllrs discussed alternative camera options for CCTV and will liaise with residents regarding the placement of cameras.

**ACTION:** HTC to liaise with National Rail regarding the removal of the sycamore tree

**ACTION:** CCTV to be reviewed in November budget and HTC to plan for future works to be carried out on HTC assets to include EZUZ industrial cameras and cloud storage.

**ACTION:** Ensure signs are placed where CCTV cameras are installed.

**HT20250070. Receive report on pigeons – Cllr Day – Please refer to attached report.**

Cllr Day confirmed all options had been explored alongside contacting other local councils and parish councils. Her report outlines a summary of key learnings and recommendations on how to discourage pigeons and suggests developing public awareness of appropriate food whilst exploring with food retailers an incentive for customers to purchase the most appropriate food.

**ACTION:** Cllr Day to produce an A5 guidance document on best practice for public distribution and speak to retailers regarding a possible discount code

**ACTION:** Cllr Day to ask TC for previous 'Pigeon Working Party' information

**ACTION:** HTC to provide a quote for the cost of 'please do not feed the pigeons' signs

Cllr Keates thanked Cllr Day for the work undertaken to produce her in-depth report

**HT20250071. Adoption of maintenance contract of Street lights from WBC, from April 2026 – Clerk is obtaining comparative quotations ahead of budget setting.**

Town Clerk (TC) has received a quote from Volker which includes 'emergency call out provision' and 'call out attendance to make safe' costs. HTC has spoken to other parish councils for advice. HTC would like a similar agreement to Speen Parish Council. TC has contacted Volker to see if a similar alternative for HTC is possible and is awaiting a response.

**ACTION:** TC to obtain other quotes and update H&T

**ACTION:** Once a supplier has been identified, put item on H&T agenda in November for agreement

**ACTION:** TC to provide an update on the Police's request for street lighting at Redwood House

**HT20250072. Receive any feedback from West Berks Council on devolution of services e.g. gully and ditch clearing, sign cleaning, overhanging trees (added to this agenda as requested in May minutes)**

HTC needs to know what services will be devolved in their entirety. WBC need to mandate which services are being devolved to parishes and HTC seek resident feedback.

**ACTION:** HTC members to raise the question at the next Parish Conference and request a full list of devolved services in order to be able to budget and plan effectively.

**HT20250073. Any H&S issues of concern including:**

**Protection of green spaces from parking e.g. Hamblin meadow, Canal Wharf**

**ACTION:** HTC to consider options available to restrict unauthorised parking in the area

**Overgrown bus stop on A338 southbound**

**UPDATE:** District Cllr Gaines confirmed WBC have 'bus stop maintenance' in the budget for this year (Jan-March)

**Hedge obstructing line of footway in Church Way**

**ACTION:** Resident to reduce height to 5 ft with HTC's help. Now on a bus route and there are public safety issues due to poor visibility, poor line of sight and increased vandalism.

**ACTION:** TC to request support from District Cllr Gaines with the aim of WBC adopting pathway.

**Poor state of garages in Park Way and Orchard View Close**

**UPDATE:** The manager has changed and District Cllr Gaines has emailed the new manager and is waiting for an update.

**Croft Road** – Update on safety improvements requested. Discussed item **HT20250065**

**Meeting closed at 8.56pm**